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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 14 January 1954

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 7 January through 13 January 1954

## 1. Projects and Studies in Process

a. Logistical Requirements and World-wide Stocks (continued)

A memorandum has been prepared for submission to the PM Staff requesting guidance with respect to airborne gear which may be required in connection with materiel for the approved projected force strength. PM Handbook No. 1 does not currently include any airborne gear. No information has been received from the PM Staff regarding data previously furnished in connection with small arms and heavy weapons requirements and auxiliary materiel for small arms.

b. Control Unit - Machine Records Processing (continued)

Six IBM decks of approximately 5,700 cards each have been prepared for the Supply Division, LO, in connection with a physical inventory of communications materiel. Machine and power failure have delayed the preparation of cards. A master ditto has been prepared on IBM machines which reflects 358 new items added to the catalog and stock nomenclature decks during the month of December. Similiar master records were prepared for 1,727 and 196 new items added during the months of October and November respectively. These master copies have been furnished to the Supply Division, LO, in connection with the preparation of lists for distribution to interested Agency elements. The preparation of a master ditto by machine methods has resulted in a considerable savings of man-hours which were formerly required for typing the ditto.


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25X1A6a

## 2. Other Items of Interest (All items are of a non-recurring nature)

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a. 

A study of  has been completed, including its ports, airfields and other logistical support facilities, for consideration in the major base program as a forward support base.

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c. NEA

(1) Equipment for degreasing and preparing materiel for storage has not been shipped to [REDACTED] to date. Meetings have been held with the Supply Division, LO, and with NEA Division, which have given considerable impetus to effecting shipment of this materiel.

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(2) The Division is still having considerable difficulty with the billings for shipment of personal and household effects from the ZI to overseas areas for people [REDACTED]. Control has not been established to the satisfaction of the Logistics Office to date, relative to the resulting charges on personal equipment and furniture shipped by individuals through CIA [REDACTED]

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25X1C4a

d. WE

Attended a meeting with representatives of the PM Staff, Real Estate and Construction Division, LO, and WE/LOG to discuss final approval of drawings on Project [REDACTED]. It was agreed that the drawings were in order with the exception of a few minor details, and that the abandoned airstrip would not be utilized as such. [REDACTED] Real Estate and Construction Division, LO, agreed to cable approval with a dispatch to follow.

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e. WH

Crash requisitions are continuing to be received and processed, several of which consist of many items per requisition. The urgency of this project has resulted in overtime work on the part of the Stock Control Branch, Supply Division, LO, and at [REDACTED]. The C&R Staff coordinator for this Division, an Office of Communications representative and representatives of the Stock Control Branch were required to review requirements in order to determine the type and kind of materiel needed on a 167 item requisition for the project.

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f. FE

Coordinated numerous cables and dispatches, both incoming and outgoing for the Division.

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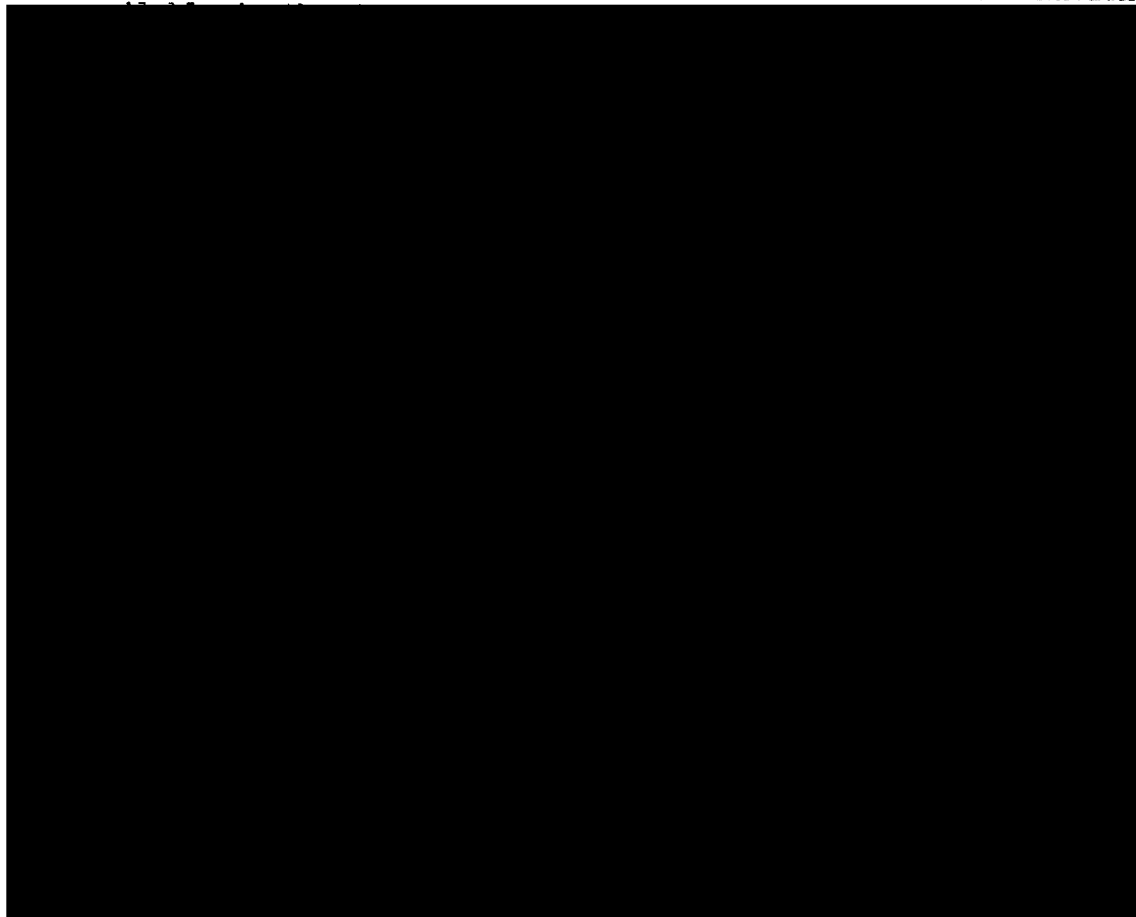
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g. EE

(1) Arranged a meeting between representatives of this Staff and the EE Division to discuss stocks of arms and ammunition



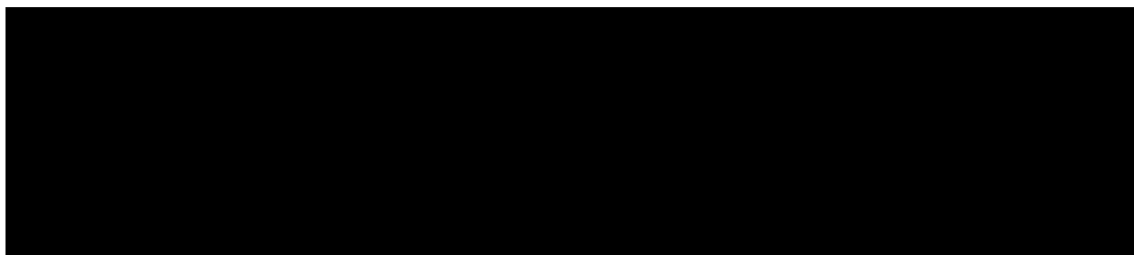
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i. Priorities

Three priority cases requiring directives have been processed this week.

j. Military Liaison

(1) Coordinated a shipment of spare parts for .30 caliber rifles (models 1903, 1903A1 and 1917) per initial request, instead of recent relocation of stocks. This Agency will repack and re-ship after receipt.



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